

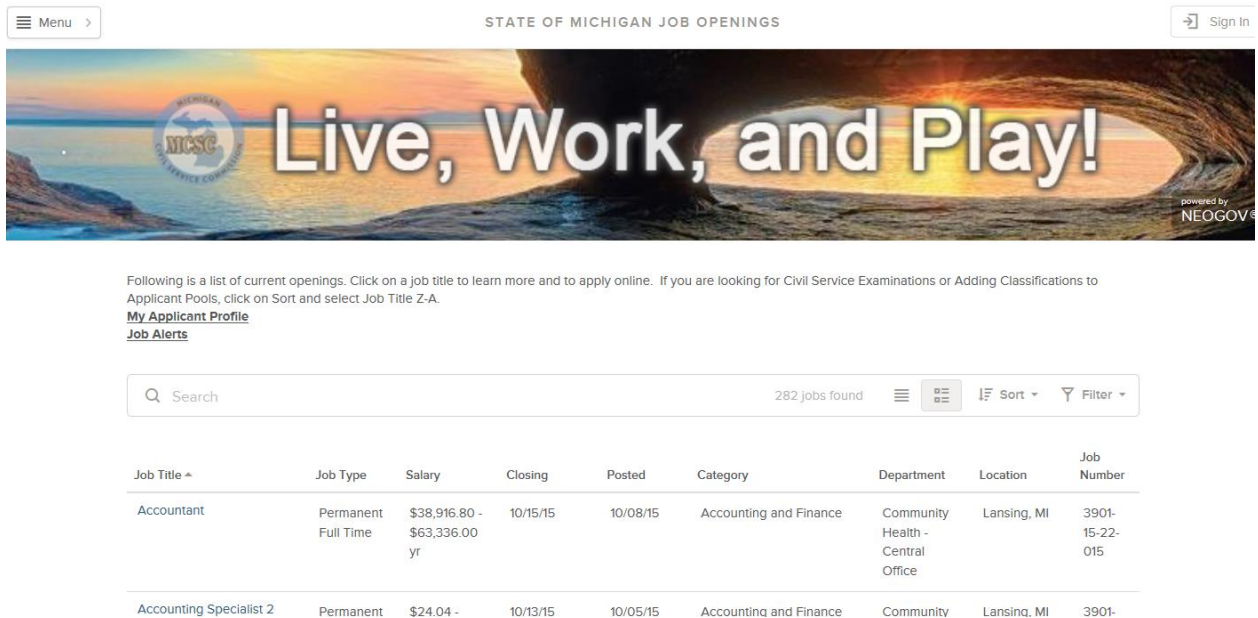
## Online Application for State of Michigan Positions How to Apply

### Instructions for the **First-Time User**

If you have an email address and online access, you can apply for State of Michigan Executive Branch jobs online! This User Guide explains each step of the process.

**\*Important Note for Applicants:** When applying online, each applicant must have their own, individual e-mail account. Many web sites such as, [mail.yahoo.com](mailto:mail.yahoo.com), [mail.AOL.com](mailto:mail.AOL.com), and [mail.google.com](mailto:mail.google.com) allows you to establish free e-mail accounts. For Technical Support, please contact [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov)

1. Go to <https://www.governmentjobs.com/careers/michigan>



Menu > STATE OF MICHIGAN JOB OPENINGS Sign In

Live, Work, and Play!

Following is a list of current openings. Click on a job title to learn more and to apply online. If you are looking for Civil Service Examinations or Adding Classifications to Applicant Pools, click on Sort and select Job Title Z-A.  
[My Applicant Profile](#)  
[Job Alerts](#)

Search 282 jobs found

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Accountant	Permanent Full Time	\$38,916.80 - \$63,336.00 yr	10/15/15	10/08/15	Accounting and Finance	Community Health - Central Office	Lansing, MI	3901-15-22-015
Accounting Specialist 2	Permanent	\$24.04 -	10/13/15	10/05/15	Accounting and Finance	Community	Lansing, MI	3901-

2. Type your search criteria in the “Search” box, i.e. Departmental Analyst. You may also use the “Filter” selection to filter on Location, Department, Job Category and Estimated Annual Salary.

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[My Applicant Profile](#)  
[Job Alerts](#)

×

25 jobs found

Sort

Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst/Trainee 9-P11 - Tall Structures	Permanent Full Time	\$19.44 - \$30.45 hr	10/27/15	10/20/15	Transportation	Transportation	Lansing, MI	5901-15-AERO-4-DA

3. In the **Job Title** column, select on the title of interest. (If your search did not bring the results you were seeking, select the **X** to erase your previous selections.)

Following is a list of current openings. Click on a job title to learn more and to apply online. If you are looking for Civil Service Examinations or Adding Classifications to Applicant Pools, click on Sort and select Job Title Z-A.

[My Applicant Profile](#)  
[Job Alerts](#)

×

26 jobs found

Sort

Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst 9-P11 - Guardianship Monitor	Limited Term (position has expiration date)	\$40,435.20 - \$63,336.00 yr	10/27/15	10/21/15	Human Services / Customer Service	Health and Human Services - Counties	Grand Rapids, MI	4301-JSS-E6003-101515-DA9-P11

4. First, review the job posting closely, noting Closing Date/Time, duties, minimum qualifications, and other requirements and information.

×

25 jobs found

Sort

Filter

Job Title	Job Type	Salary	Closing	Posted	Category	Department	Location	Job Number
Departmental Analyst/Trainee 9-P11 - Tall Structures	Permanent Full Time	\$19.44 - \$30.45 hr	10/27/15	10/20/15	Transportation	Transportation	Lansing, MI	5901-15-AERO-4-DA
Departmental Analyst 9-P11	Permanent Full Time	\$1,555.20 - \$2,436.00 bi-wkly	11/09/15	10/26/15	Natural Resources	Natural Resources	Various, MI	7501-16-PARK-004

## Departmental Analyst/Trainee 9-P11 - Tall Structures

**Salary** ⓘ \$19.44 - \$30.45 Hourly

**Location** ⓘ Lansing, MI

**Job Type** Permanent Full Time

**Department** Transportation

**Job Number** 5901-15-AERO-4-DA

**Closing** ⚠ 10/27/2015 5:00 PM Eastern

### DESCRIPTION

### BENEFITS

### QUESTIONS

#### Job Description

This position has the primary responsibility for developing, coordinating and overseeing the statewide Airspace Program for all Michigan public-use airports as it relates to the Michigan Tall Structure Act, possessing the authority to approve or deny permit applications. Maintains and implements the airport plan development database and airspace databases; coordinating these efforts with the Federal Aviation Administration (FAA), local airport officials, and consultants. This position processes Tall Structures applications, issuing approvals and denials to ensure compliance with FAA and State guidelines, procedures, and requirements on a statewide basis. The position also tracks invoicing of the Tall Structure Permits. This position has the primary responsibility for developing, overseeing and coordinating the statewide Michigan Airspace Enforcement Program. This position has the primary responsibility for the Community Benefits Assessment program for airport sponsors and presents the findings of those studies to airport sponsors and community leaders, statewide, and presents the findings to those evaluations to Bureau leadership, other State agencies and external customers.

#### Position Description

MDOT-Jobs

#### Required Education and Experience

##### Education for Departmental Analyst 9-P11

Possession of a bachelor's degree in any major.

5. If you think you meet or exceed the minimum qualifications and would like to apply for the position, make sure you review the questions tab. (NOTE: Some postings may not include questions.) It may be helpful to prepare your responses to these questions in advance to make the application process easier. Select **Apply** to begin the application process.



APPLY

## Departmental Analyst/Trainee 9-P11 - Tall Structures

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### Position Description


MDOT-Jobs

### Required Education and Experience

#### Education for Departmental Analyst 9-P11

Possession of a bachelor's degree in any major.

6. Since this is your first time applying to a State of Michigan job via NEOGOV, select on Create an account after you have selected "apply". (NOTE: If you've previously registered, refer to the "How to Apply for Returning Users" document.)



Sign in to apply [Create an account](#)

\*Username or Email

\*Password


Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

[in](#) LinkedIn [f](#) Facebook

7. Enter the requested information and select **Create**. Each applicant must have their own individual user account. (NOTE: E-mail address is a required field and cannot be the same as one already in use by another user. Please see the first page of this document for web sites where you can establish a free account.) Write down your login information and keep it in a place where you will remember.



Create a new account [Sign In](#)

\*Email ⓘ

\*Username

\*Password

Create

or create with

[in](#) LinkedIn [f](#) Facebook

8. Use the labels on the left to add your profile information. Be sure to read the instructions and answer the job specific and Agency-wide Questions.

Counting Assistant Job Details Applying as: Bailey Beattie | Support

Enter Personal Information

Text Resume

Personal or Business Contacts

Attach Transcripts, Cover Letters, Licenses, etc.

Agency Questions and Supplemental Questions

Review your application

Submit your application for consideration

We have used answers that you provided on a previous application to answer the questions below. Please check them thoroughly to ensure they are correct.

### Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by federal, state and local agencies.

Remember (\*) are required

01 Are you a current State of Michigan governmental employee, or an employee of the Michigan Legislative branch, OR in layoff status from either? (Please Note: You are not considered an employee of Michigan State Government if you meet one of the following criteria: You are a contractual employee for a department within the Michigan State Government; You are a municipal [City or township] governmental employee; You are a Federal employee for the U.S. Government; or You are employed with a private company.)

Yes

9. After entering information into the labels on the left. You will see your entire completed application under Review. Review the information and make any necessary edits. Make sure you do not have any tabs to the left that indicate unsaved information. When you are satisfied with your application and would like to submit it, select **Proceed to Certify and Submit** at the bottom of the page. (NOTE: This is your last chance to make any edits to your application before you submit your application.)

Supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .gif, .tiff, .tif, .jpeg, .jpg, .rtf, .txt, .bmp

Info

Additional

References

Attachments

Questions

Review

Submit

Resume \*

Required attachments must be provided before submission.

Unsaved - Incomplete Information Warning

Click Upload or drag and drop a file into this box to start uploading.

Upload Recent Uploads

Add supplemental attachment

Proceed to Certify and Submit

10. Read the statement that follows and select **Accept** if you understand and agree to the statement.

Services Specialist 9-P11 Upper Peninsula Counties [Job Details](#)

**Info** ✓

**Additional** ✓

**References** ✓

**Attachments (1)** ✓

**Questions** ✓

**Review**

**Submit**

**NOTICE TO APPLICANT:** Please carefully review your application. Changes cannot be made once you click on **'Accept'** below. You may click on **'Confirm Application'** above to return to the previous step to review and edit any of your information before certifying your application.

By clicking on **'Accept'** below, I hereby certify to the Civil Service Commission that all information provided is true and accurate and contains no falsifications or misrepresentations.

- I understand that providing false information, including answers to Supplemental Questions, may lead to disqualification in the hiring process, a ban from future employment consideration with the State of Michigan, or termination if employed.
- I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S.
- I understand that I may be required to verify any and all information given on this application.
- I understand that this completed application is the property of State of Michigan and will not be returned.
- I understand the State of Michigan may contact prior employers and other references.
- I understand that a criminal history check may be conducted.

**Decline** **Accept & Submit**

11. A confirmation will appear verifying that your application has been received. You will also receive an e-mail confirmation.



## Application Submitted!

Successfully submitted on 10/13/2015 at 4:05 PM Eastern

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.



Thank you for applying for employment with the State of Michigan. Your application has been received.

If you **applied for a job posting**, you will be contacted directly by the hiring agency if your application is selected for further consideration.

If you **applied to take an exam**, you will receive further instructions.

The status of your application may be updated. To log in periodically to check the status of your application, follow the instructions below:

1. Go to <http://agency.governmentjobs.com/michigan/default.cfm>
2. Click on the My Profile link on the left-hand side of the page under Career Tools.

12. To apply for another position, follow steps 1-5 to search for the position and begin the application process again. Since you have already created your application profile, applying for future applications will be faster and easier because your profile may be used over and over again.
13. Remember to **Sign Out** when you are finished.

[Menu](#) > [Feedback](#)

STATE OF MICHIGAN JOB OPENINGS

witgenb@michigan.gov

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SHOW MORE

Welcome!  
Thanks for creating an account.  
[Account](#)  
[Sign Out](#)

For Technical Support, please contact [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov)